

President Elect

Role Description and Key Accountabilities

Purpose of Position

The President Elect will hold the position for one year and then assume the position of President (position description below) for two years, followed by the position of Immediate Past president for 1 year.

The position of President is head of the Board and Executive Committee and effectively has ultimate responsibility and management of the Society.

Specific responsibilities of the President

- Lead the development and implementation of strategies for ensuring the Society remains viable and relevant to the needs of its members.
- Attend relevant committee, working group and Board meetings as required.
- Represent and report the view of ASCEPT and the members it represents to external bodies.
- As Chairperson of the Board, ensure that the Board fulfils its responsibilities for the governance and mission delivery of ASCEPT.
- Guide and direct the Executive Officer so as to help them achieve the agreed Board endorsed decisions.

Requirements

- A time commitment of up to twenty hours per month.
- Attend meetings as the delegate of ASCEPT as required.
- Be the official head, spokesperson and media contact for ASCEPT.
- Sign all documents which require signature by the official head of ASCEPT.
- Call meetings of the Board and any Committee.
- Preside at all meetings of the Board and General Meetings of ASCEPT.

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- Be an ex-officio Member of any Committee, working party or other group established by the Board.
- Advise and manage Board members in range of issues.
- Manage the policy development of ASCEPT.
- Provide leadership and direction to ASCEPT.
- Consult with the Executive Officer on matters associated with the day-to-day operations of ASCEPT.
- Monitor the performance of the Executive Officer.

Person specification:

- is focused and reliable
- is self-motivated and action oriented
- can handle conflicting interests and needs
- understands business compliance and ethical issues
- understands association management issues
- can motivate and manage people
- can keep people focused and accountable
- can delegate and manage tasks/activities
- can undertake supervision of sub-committee activities
- can represent the association on other national and related Boards/committees
- can act as spokesperson of the association
- can work well with people from inside and outside the organisation
- is sufficiently detail-oriented to understand compliance and financial issues
- is adept at understanding and managing membership/associated business growth issues
- ideally has previous experience in committee/business management

Essential Criteria

- strong interpersonal and communication skills both verbal and written
- be well organised with strong administrative skills

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- ability to lead, supervise other committees and work as part of a team
- ability to professionally represent board to public, media and other committees
- ability to work under pressure and meet deadlines
- excellent computer and software skills especially MS Office Word & Excel
- strong understanding of board management, finance and accounting processes
- ability to produce and present timely reports for statutory & committee/board requirements
- knowledge and application of board/corporate governance issues

Desirable Criteria

- ability to manage projects and people
- knowledge of business, marketing and/or other relevant skills
- knowledge of fund-raising strategies
- knowledge of legal and business compliance issues

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